

Seeking a Job? Know the power of Follow-up and Message Body!

Dear Friends,

Are you on the hunt for your dream job? Today, I want to emphasize the critical importance of two often underestimated factors in the job-seeking process: follow-up and message body when communicating with LinkedIn Professionals or HRs.



Follow-up: After submitting your application, it's crucial to follow up with the hiring manager or HR representative. This simple act shows your genuine interest in the position and keeps you at the top of their minds. It demonstrates your proactive nature and commitment to the opportunity. And there are multiple aspects where followup would get the job done.

Message Body: Crafting a compelling message is equally important. Your email or LinkedIn message should be concise, professional, and tailored to the specific company and role. Use this opportunity to highlight your relevant skills, experiences, and passion for the position. A well-crafted message can set you apart from the competition and leave a lasting impression.

Remember, HR professionals are often inundated with applications, and a thoughtful follow-up along with an engaging message can help you stand out. These efforts demonstrate your dedication, attention to detail, and professionalism.

So, if you're currently job-seeking, take a moment to refine your follow-up strategy and optimize your message body. These small yet impactful steps can make a significant difference in landing that interview and ultimately, your dream job!

As part of this document, I would share some key messages which you can start using for getting great responses. Wishing you all the best in your job search! 🌟

Followups Messages

Referrals

Referral Initial Reach-Out

Hi [Name],

I'm reaching out to you because [thing you have in common or noticed about them]. I'm interested in potentially pursuing opportunities in the [Department] team at [their Company], and I'm wondering if you're willing to share some thoughts on what it's like to work there and the culture? I realize that you have a lot going on, so I completely understand if you don't have the time right now and I wish you all the best!

Best,
[Name]

Referral Request

Hi [Name],

Thank you for the call yesterday. It was so helpful talking to you about your experience. Based on your insight, I am eager to pursue the [Title] position.

I realize it's easy for a resume to get lost in the shuffle when applying through an online portal. Do you know who I should send my resume to directly? Or, if your company has an employee referral bonus, I can send you the resume so that you can potentially earn that bonus. Whichever works best!

Best,
[Name]

Sending Resume to HR

Subject: Name_SkillSet_Yrs_of_Exp_JobID - <few words to show interest to work with company>

Rename resume: name_skill_exp.pdf

Cover letter: (In email body)

para1: <What you are applying for, how much exp, skillset.>

para2: <more aligned towards JobDescription> why you are right candidate for that job you are applying for.

para3: <Keep me updated, i am early waiting for respond>

Thanks & Regards,

<Name>

Contact No:

Email:

LinkedIn

Followup multiple times. every 2 days for few weeks.

JOB Application Followup

Job Application Initial Follow Up

Hi [Name],

Great to meet you! I applied to the [Role title] position at [Company], and I want to let you know how interested I am in the position. I am particularly excited by [Company] because [Reason you like that company]. I [Name specific accomplishments that relate to what is listed in the job description], so please look out for my application and let me know if you'd like to chat!

Best,

[Name]

Follow Up Email

Hi [Name],

I applied to the [Position] position a few weeks ago and want to update you. I am still very interested in working at [Company]. Do let me know if you have any questions or if I can provide additional materials to assist in making your decision.

Best,

[Name]

Interview followup

Follow Up After the Interview

Hi [Name],

I hope the team is doing well since we last spoke. No need to respond as I am sure you have so much on your plate right now, but I wanted to let you know that I continue to be excited about this opportunity.

Please let me know if you have any questions or if I can provide additional information.

Best,

[Name]

I am off the market interview:

Here's an update on my timeline. I'm in the final round of interviews with another company, but I remain interested in exploring the opportunity with [Company you're writing to].

If you would like to continue the conversation, would we be able to expedite the next steps? If not, I understand that you all have to move at your own pace, I wish you all the best going forward.

Rejected => Reconsidered down the line => Hired.

While this was not the news I was hoping for, I'm grateful that I got to meet the team & learn more about the [Company]. The [Company] team is very impressive, [Say something from the heart, such as "and you all made this process seamless for me, which speaks to your great culture"]

I am excited by the direction [Company] is moving in, & should there be future opportunities for me to help you all, please do not hesitate to reach out.